

STAT

PERSONNEL

3 June 1985

SECRETARIAL PAY SCHEDULE

Rescission:

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1. During the summer of 1984 the Office of Personnel conducted a study of the secretarial occupation and identified several issues affecting secretarial personnel. One issue now being resolved is the problem that secretaries supporting SIS-1 or SIS-2 officer positions and those supporting GS-15 officer positions are at the same grade level.

2. On 1 May 1985, the Deputy Director of Central Intelligence approved the establishment of a GSB-07 level on the Agency Secretarial Grade Pattern for those secretaries supporting SIS-1, SIS-2, or higher officer positions. The change in the Secretarial Grade Pattern and the new pay level became effective on 12 May 1985. Because the GSB-07 represents a new grade level, all GS-07 secretaries who support SIS-1, SIS-2, or higher positions, are eligible for promotion to the new level. Conversion to the GSB-07 level will result in a one-step increase for those secretaries affected. Copies of the modified Agency Secretarial Grade Pattern and pay plan are attached. Questions concerning the conversion process should be directed to component personnel officers who are responsible for preparing the necessary personnel actions.

Harry E. Fitzwater
Deputy Director
for
Administration

Attachments:

1. Agency Secretarial Grade Pattern
2. Secretarial Pay Plan

DISTRIBUTION: ALL EMPLOYEES (1-6)